

For any questions, concerns, suggestions or support
contact us at 705-675-0516 or 1-855-232-2322



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QUICKSTART GUIDE

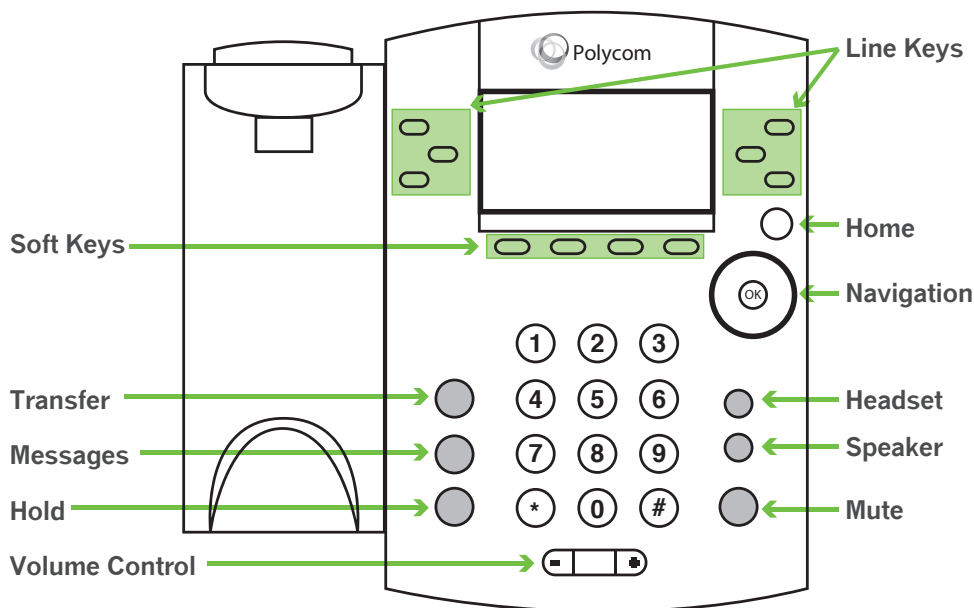
POLYCOM Vvx-300/310

QUICKSTART GUIDE

POLYCOM Vvx-300/310



FEATURES	METHOD
External Call:	Dial number → Press: 'Dial'
Internal Call:	Dial extension → Press: 'Dial'
Place Call on Hold:	Press: 'Hold' button
Park Call:	Press: 'Park' soft-key OR Press: ##
Answer Parked Call:	Dial parking lot number of the parked call
Anonymous Call:	Dial *67 → Dial number → Press: 'Dial'
Record Call:	Press: 'Record' soft-key OR Press: #1
Voicemail:	Press: 'Messages' button OR Dial: *98
Enable Call Forwarding:	Dial *72 → Enter forwarding number → Press: #
Disable Call Forwarding:	Dial *73
Log-in Extension:	Dial *11 → Enter extension # → Enter password
Log-out Extension:	Dial *12
Reboot Phone:	Dial 'Menu' → Settings → 1 → 8
DND:	Press: 'DND' soft-key



Transfer Attended:

1. While on call, press the 'Transfer' button.
2. Dial the number to transfer to and press 'Dial'.
3. To transfer the call, press the 'Transfer' button.

Transfer Blind:

1. While on call, press the 'Transfer' button.
2. Press the 'Blind' button.
3. Dial the number to transfer to and press the 'Send' button.

Conference:

1. You must already be on a call.
2. Press the 'Conference' button and dial the number of the person you would like to add.
3. Upon connecting with second person, press 'Conference' again to connect all three parties

Remote Voicemail Access:

1. Dial into system and dial extension number.
2. When the greeting begins, press the * button and enter passcode when instructed.